

Instructions
This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.
Instructions: Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	<i>J. Vendors may submit multiple bid</i>	<i>May vendors submit more than one bid?</i>	<i>Yes. See section 1.15, J</i>
1	Table 1 purge services	Contractor shall offer 1/4ly purge services	Will purge services be invoiced in addition to scheduled services?	<i>Yes. Any overage/purge service will be detailed separately from Regularly Scheduled Service for each location, but may appear on the same invoice. See 'Invoicing' in Table 1: On-Site Shredding Requirements.</i>
2			Do you anticipate extending the bid due date?	<i>No.</i>
3			What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?	<i>Please thoroughly read the IFB and all attachments for complete details for this IFB.</i>
4			Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com ?	<i>No.</i>
5			Other than your own website, where was this bid posted?	<i>No other websites.</i>
6	Bid Number:710-20-0042		Is there a contract currently in place?	<i>Yes.</i>
7	Bid Number:710-20-0043		Who is the incumbent?	<i>The agency's current provider of on-site shredding services is Shred It, Inc.</i>
8	Bid Number:710-20-0044		What is the state currently paying annually for these services?	<i>Not relevant for bid.</i>
9	Table 1: On-Site Shredding Requirements, No.7, Regularly Scheduled Service, Provision of Service Calendar	The Contractor shall provide DHS with an annual calendar of regular service for each service location listed...	Can you please provide the current calendar/schedule?	<i>Not relevant for bid.</i>
10	Table 1: On-Site Shredding Requirements, No.7, Regularly Scheduled Service, Provision of Service Calendar	The Contractor shall provide DHS with an annual calendar of regular service for each service location listed...	Do we need to adhere to current schedule or is DHS flexible to changes so long as the frequency requirements are met?	<i>The State is open to an alternative service schedule calendar that meets all requirements set out in the IFB documents.</i>
11			Looking at the type of material needed to be shredding, it sounds like multiple different types of media. Would there be any type of hard drive or technology needed to be shredded?	<i>This service must have the capacity to shred portable media such as CDs, DVDs, floppy disks, microfilm, microfiche, and other portable media. Portable and internal harddrives are not included in this bid.</i>